

UNITED STATES MARINE CORPS
Supply School
Marine Corps Combat Service Support School
PSC 20041
Camp Lejeune, North Carolina 28542-0041

NCOSC 0202
MAR 99

STUDENT OUTLINE

INVESTIGATIONS

LEARNING OBJECTIVES:

TERMINAL LEARNING OBJECTIVES:

1. Given completed reports of investigation, the voucher file, the appropriate property records, and the reference, process reports of investigation files, in accordance with JAGINST 5800.7_, MCO P4400.150_, and UM 4400-124. (3043.07.20)
2. Given an instance of missing, lost, stolen, or recovered Government property, and the references, process missing, lost, stolen, recovered (MLSR) property report, in accordance with MCO 4340.1_ and SECNAVINST 5500.4_. (3043.07.07)

ENABLING LEARNING OBJECTIVES:

1. Given a written situation pertaining to a supply investigation and the reference, select the appropriate action, in accordance with MCO P4400.150_ and UM 4400-124. (3043.07.20a)
2. Given a written situation pertaining to missing, lost, stolen, recovered (MLSR) items and the reference, select the appropriate action, in accordance with MCO 4340.1_. (3043.07.07a)

OUTLINE

1. GENERAL INFORMATION

a. General. When dealing with supply investigations there are certain terms and definitions that you must be familiar with.

b. Investigation. An investigation is defined as a procedure to determine facts related to loss, damage, or destruction of government property. **Refer to UM 4400-124 page 3-6-19 for some reasons for an investigation.**

c. Accountable Individual. This is an individual whose duty involves financial responsibility for government property.

d. Non accountable Individual. This is an individual who comes into possession of government property in the performance of duty.

e. Fault or Negligence. This is a result of doing or not doing something, which a reasonable and prudent person would or would not do. (e.g., failure to account for property or damaging property on purpose.)

f. Indebtedness. This is a result of a court martial conviction or as a result of an administrative determination from an investigation.

2. REQUEST FOR INVESTIGATION

a. Request Procedures. **Refer to MCO P4400.150_ page 6-6.** When a RO has determined that items listed on his/her CMR are missing, damaged, or destroyed, a letter will be submitted to the Commanding Officer via the Supply Officer requesting an investigation. **Examples of the format letter can be found in UM 4400-124 page 3-6-64 and 3-6-66.**

b. Supply Officers actions. The Supply Officer will make recommendations to the Commanding Officer in writing within **5 days** of receiving the request for investigation from the RO. The Supply Officer will give detailed information on whether or not an investigation is warranted.

(1) Recommended. **Refer to UM 4400-124 page 3-6-19.** Investigations are conducted to perform the following:

- (a) Determine facts
- (b) Condition of property that is damaged
- (c) Inquire into circumstances
- (d) Make recommendations on accountability of damaged and missing property
- (e) Determine responsibility

(2) Not recommended. The Supply Officer may recommend an investigation not be conducted if the following conditions apply:

- (a) If all facts are known surrounding condition of the item.
- (b) If there is no negligence involved.

- (c) Insufficient facts.
- (d) Damage occurred due to normal wear and tear.
- (e) Individual accepts responsibility.
- (f) Vehicle accidents that do not exceed \$5,000.

(g) **Loss of funds does not meet the criteria set forth in MCO P4400.150_ page 6-5, paragraph 60001.1d.**

(3) Endorsement. **Refer to UM 4400-124 page 3-6-65 and page 3-6-67 for an endorsement letter from the Supply Officer on a request for investigation.**

c. Commanding Officer. The request for investigation and the supply officers endorsement will be forwarded to the Commanding Officer. The commander will ultimately decide whether an investigation is required.

3. MISSING, LOST, STOLEN, OR RECOVERED (MLSR) GOVERNMENT PROPERTY

a. General. Certain equipment in the Marine Corps is so sensitive that its loss or recovery must be known immediately. **Refer to MCO 4340.1_ page 2.** The following types of government property are MLSR reportable:

- (1) Arms, Ammunition and Explosives (AA&E).
- (2) Marine Corps Automated Readiness Evaluation System (MARES) reportable equipment.
- (3) Precious metals.
- (4) Controlled Cryptographic Items (CCI).
- (5) Navy funded aviation items.

b. Purpose. **Refer to MCO 4340.1_ page 1.** The MLSR is used for the following:

- (1) Enables the Marine Corps to centrally track material gains and losses.
- (2) Used by unit commanders and military police to identify physical security deficiencies, which contributed to the loss of the item.
- (3) Assists Provost Marshal in determining the units security programs and enables the Marine Corps to track statistics on all formal account adjustments.

(4) Does not waive the requirement for gain or loss vouchering requirements.

c. Requirements. Commands must report all MLSR reportable items within 48 hours via naval message to CMC (LPP-2). In cases of missing weapons a copy of the MLSR will be forwarded to Naval Surface Warfare Center, (NSWC) Crane, Indiana. **Refer to MCO 4340.1_ enclosure (3) for an example of the message to submit.**

d. Types of MLSR Reports. There are four types of MLSR property reports, which may be submitted.

(1) **Initial Report**. Submitted as soon (48 hours) as a loss or recovery of a reportable item is detected.

(2) **Final Report**. Submitted upon completion of all appropriate administrative, investigative, survey, and/or disciplinary action regarding the loss or recovery of government property.

(3) **Supplemental Report**. May be submitted when it is necessary to provide any additional information regarding the loss or recovery of government property for which a final report has already been submitted.

(4) **Initial/Final Report**. Submitted when a command has recovered government property, from sources other than official supply or procurement channel, for which they were not previously responsible (e.g., finding a weapon in the field).

e. Documentation. The supply office should maintain a file on all MLSRs submitted. It is also recommended that a logbook be maintained on all MLSRs submitted. This logbook should contain at a minimum the following information:

(1) Report Number

(2) Type Report

(3) Item and serial number

(4) Message Date Time Group (DTG)

(5) Updated status

4. CONVENING INVESTIGATION

a. Voucher Number. **Refer to UM 4400-124 page 3-2-16.** The purpose of the voucher number (document number) is to allow an easy audit trail for all correspondence and all transactions which deal with, or are the result of a particular investigation. All correspondence and/or transactions submitted which relate to the investigation will reference the voucher number

assigned to that case. A voucher number will be assigned in cases involving loss, gain, or damage to government property where an investigation is requested.

b. Investigating Officer. The Commanding Officer has **5 days** to appoint an investigating officer or determine that no investigation is required. **Refer to MCO P4400.150_ page 6-7**. The following personnel may not be appointed as investigating officers that involve the loss or damage of equipment in the Battalions accountable records:

- (1) Commanding Officer of the activity concerned.
- (2) Supply Administrative personnel.
- (3) Personnel charged with custody of the material being investigated.
- (4) Personnel serving with FSMAO.
- (5) Personnel who have a personal interest in the outcome of the investigation.
- (6) Personnel junior to individual being investigated.

c. Investigating Officers Duties. The investigating officer will be guided in the completion of duties by the contents of the Judge Advocate General (JAG) manual, section 0145. The supply section will aid in the investigating officers duties whenever possible. **Refer to MCO P4400.150_ page 6-8 for a summarization of duties**.

(1) In cases of damage the investigating officer will determine by inspection and an analysis of the facts:

- (a) The value/cost of the damage
- (b) Whether economical repairs can be effected
- (c) Whether fault or negligence was involved
- (d) Obtain statements from persons involved
- (e) Prepare report of investigation

(2) In cases of lost, stolen, or missing property the investigating officer will:

(a) Inquire regarding the safeguards taken by the individual who had custody of the material to preclude loss or theft of the equipment

- (b) Whether fault or negligence was involved

(c) Obtain statements from person involved

(d) Prepare report of investigation

5. THE REPORT OF INVESTIGATION

a. General. The investigating officer will be afforded as much administrative assistance as required. The investigating officer has 30 working days to complete the report of investigation and submit it to the Commanding Officer. An extension may be requested in writing to the Commanding Officer if necessary.

b. Contents. **Refer to MCO P4400.150_ page 6-14.** Report of investigation will contain the following elements:

(1) Present Condition

(2) Cause for Present Condition

(3) Disposition Recommended

(4) General Summary

(a) Finding of facts

(b) Opinions

(c) Recommendations

6. COMMANDERS ACTION

a. General. The Commanding Officer will receive the report of investigation for review and action. The Commander will ensure that the investigating officer has either determined the cause or the responsibility of the loss or damage to property or has fully explained the reason this could not be determined.

b. Action. **Refer to MCO P4400.150_ page 6-13.** The Commanding Officer will take the following action:

(1) Accept the report in whole.

(2) Reject any portion or the entire investigation and return it to the investigating officer for additional information. The Commanding Officer may not disregard the findings if established by fact. Since the investigation is purely advisory in nature, exception may be taken to the opinions and recommendations.

(3) Forward endorsed copy of completed investigation to supply officer for action, directing that all recommendations or some of the recommendations be taken for action.

7. SUPPLY OFFICE ACTION

a. **General**. When the supply office receives the completed copy of an investigation with an original signature there will be several steps taken to close out the investigation. **Refer to UM 4400-124 page 3-6-24.**

b. **Disposition**. Dispose, retain, or repair the property as directed by the Commanding Officers endorsement, and carry out any other approved recommendations of the investigating officer. If the approved report of investigation requires adjustment to the supply records, then the required transactions will be prepared and submitted.

c. **Certification**. Certify at the bottom of the last page that the property has been disposed, retained, or repaired as directed. This certification should include the voucher number and information deemed relevant. This is normally a statement indicating that actions has been completed. Document number of transactions used will be cited along with the supply officers signature.

d. **Red Lining**. Rule out, with red lines on the report of investigation, all references for which the individual found responsible and reimburses the government. You must also rule out with red lines all references to items that are repaired and retained. This is done regardless of whether the damage is paid for.

e. **Final MLSR Report**. Ensure final MLSR report is submitted if the item is a reportable item. This is done after all investigative action is completed.

f. **Filing**. A signed copy of the report of investigation with all supporting documentation (e.g., transactions or any correspondences) will be filed in the unit voucher file for a period of five years.

g. **Examples**.

(1) Appendix (A). This is a report of investigation from the investigating officer.

(2) Appendix (B). This is the Commanding Officers response to the report of investigation.

REFERENCES:

1. MCO 4340.1_

2. SECNAVINST 5500.4_

3. JAGINST 5800.7
4. MCO P4400.150_
5. UM 4400-124